

Albany County Public Library Board of Directors
Regular Meeting Minutes
Monday, October 26, 2020
Laramie, Wyoming
Via Zoom

Directors present: Scott Shoop (Board Chair), Jessica Perry, Kay Cowie, Kristen Landreville, Faryn Babbitt. Also present: Rachel Crocker (ACPL Director), Caitlin White (ACPL Foundation Executive Director), Peggy Trent (Albany County Attorney), Jacque Graef (ACPLF).

Regular Meeting: 4:00pm

1. Call to order at 4:00 pm by Shoop.
2. Determination of quorum through roll call and introductions.
3. No comments from the public.
4. No additions and deletions to the agenda.

Consent Agenda

5. Approval of the Consent Agenda
 - a. Minutes of the September 28, 2020 Regular Meeting of the Board
 - b. Budget Update (Budget vs. Actual and Balance Sheet)

Landreville motioned to approve the consent agenda. Cowie seconded. All in favor, motion carried.

Reports

6. Review Checking Account and Credit Card Report- Landreville
 - a. Nothing to report
7. Receive Director's Report and Other Staff Reports-Crocker
 - a. Open Tues and Thurs 10-7. Eliminated Grab n Go hours.
 - b. Spice Kits have been received well.
 - c. Kids crafts and kits are popular.
 - d. Special Halloween themed parade on Wednesday at 11, outside around the Storywalk.
 - e. ACPL participating in UniWyo Ghost Chase.
 - f. Lift Every Voice poetry partnership with UW has gone well.
 - g. Smoke created a challenge with fresh air intake and Covid precautions.
 - h. Participated in state library director's retreat via Zoom.
- i. Covid- ACPL remains on contingent plans. Electrostatic sprayer was purchased through a grant from the state.
8. Receive Albany County Public Library Foundation Report-White
 - a. Digital sponsorships are going well. 50% of where usually are for large fundraiser.
 - b. Holiday appeal will be out shortly.
 - c. Banned books scavenger hunt went well, raised about \$350.
 - d. Pride and Prejudice virtual fundraiser coming November 6.

e. Newsletter out by the end of the month. Looking for feedback on new printer.

9. Receive Friends of the Albany County Public Library Report

Old Business

New Business

10. Present for **Approval** Contract between Xerox Financial Services and the Albany County Public Library for the lease of two xerox machines.

- a. Current lease ends the end of December. Better workflow changes for staff with addition of new machines.
- b. Will be charged as price per print.
- c. 5-year lease.

Perry motioned to approve the contract between Xerox Financial Services and the Albany County Public Library for the lease of two xerox machines. Cowie seconded. All ayes, motion carried.

11. Executive Session pursuant to W.S. § 16-4-405(a)(ii)

- a. **Go Into** Executive Session.
- b. **Return to** Regular Session.
- c. **Action**, if needed, regarding Executive Session

Cowie motioned to enter Executive Session pursuant to W.S. § 16-4-405(a)(ii) for the discussion of personnel issues at 4:26pm. Perry seconded motion. All ayes, motion carried.

Information

12. Next Regular Board Meeting TBD

Executive Session

Perry moved to approve the amended contract for Rachel Crocker. Landreville seconded. All ayes, motion carried.

Adjourn

Minutes submitted by Jacque Graef.